

Details Job ID: 252

Title: Judicial Receptionist I Job Code: 404

Salary : \$1,667.00 (Monthly) **Grade :** 4

Tenured: YES

Job Departments

• Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR ROUTING ALL TELEPHONE CALLS AND GREETING ALL VISITORS TO THE AOC.

Required Qualifications

Education: High School Graduate or GED

Education Substitute: None

Experience : 1 Year of Work Experience

Job Skills/Abilities

BASIC COMPUTER SKILLS

COMMUNICATION SKILLS

Job Preferred Knowledge

COURT SYSTEM EXPERIENCE

Job Duties

- ANSWERING AND ROUTING ALL TELEPHONE CALLS INTO THE AOC
- · GREETING AND ASSISTING ALL VISITORS TO AOC
- RECEIVING AND ROUTING FAXES
- OTHER DUTIES AS ASSIGNED

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